

# *City of St. Louis Department of Personnel Administrative Regulation NO. 124*

## Career Seasonal Employment

This Administrative Regulation outlines the rights granted those employees occupying positions designated as "career seasonal" and outlines the steps each department needs to take to implement these changes.

As defined under revised Civil Service Rule I, Section 1:

(F) "Career Seasonal Position" means any position in the classified service which is permanent in nature, but for which the services of an employee are not continuous and uninterrupted; such positions are designated by the appointing authority for use during a recurring cycle or component of municipal services.

### CAREER SEASONAL DESIGNATION

One advantage of designating qualifying positions as "career seasonal" is that, at the end of the cyclical program, those occupying certified "career seasonal" positions may be placed on a leave of absence and returned to work at the beginning of the next cycle of the program. Performance employees not designated as "career seasonal" cannot be placed on leave of absence but can only return to work at the start of the next work cycle if they are certified from an appropriate competitively developed eligible list.

Personnel requisitions for this type of position should be clearly marked "Career Seasonal Position."

Career Seasonal designated employees will work their first season and at the end of the season will either be put on leave of absence or a change in employee status form should be submitted ending their temporary appointment. When those employees placed on leave return from their leaves the following season, they will be placed in a working test period to complete six months of actually performing job. When they have obtained permanent status, they will be rated on an annual basis every August 1.

Questions regarding this Administrative Regulation should be directed to the Personnel Services Section of the Department of Personnel, 622-3567.

March 23, 1998